

2008 Census Dress Rehearsal Local Update of Census Addresses (LUCA) Program Self-Assessment Checklist for the Confidentiality and Security Guidelines

Please review the *Confidentiality and Security Guidelines*, and then check the appropriate response on this form. If you select LUCA Participation Option 1 or Option 2, **sign and return** this form together with your completed 2008 Census Dress Rehearsal LUCA Registration form, Product Preference form, and signed Confidentiality Agreement form, either in the enclosed, postage-paid envelope or by faxing the documents to [xxx-xxx-xxxx].

Each LUCA liaison is responsible for protecting and safeguarding the confidential Census Bureau materials covered by Title 13, United States Code. This includes any list or file that shows individual Census Bureau addresses and any Census Bureau map that shows structure location points for dwellings. The primary liaison must restrict access to the Census Bureau's address information to only those individuals who have signed the Confidentiality Agreement. **All individuals directly involved in reviewing the materials for the 2008 Census Dress Rehearsal LUCA Program must sign the Confidentiality Agreement making a permanent commitment to protect the confidentiality of Title 13 information.**

Protecting Paper Copies of Census Bureau Address Information and Maps

Keep all Census Bureau address information and maps showing structure location points in a locked-room during nonwork hours. During work hours, do not leave a room unattended where Census Bureau address information and maps are being reviewed. Do not leave Census Bureau address information and maps unattended at your desk.

Protecting Electronic Census Bureau Address Information and Maps

Operating systems, programs, applications, and data related to the review of Census Bureau addresses must be accessible only to LUCA Program liaisons and reviewers. The automated data processing (ADP) system should restrict the read, write, delete, and execute functions applicable to the Census Bureau's addresses. If Census Bureau address information is placed on a shared computer system, create electronic security profiles to allow only LUCA Program liaisons and reviewers access to the Census Bureau's address information. Lock all rooms with computers that contain Census Bureau address information and all associated media during nonwork hours.

- 1. Can the paper maps containing structure location points, the paper address list, and/or CD-ROM/DVD containing the address list be stored in a secure location?**

- ☐ Yes
☐ No

2. If staff members, other than the LUCA liaisons and reviewers, have access to the offices, cabinets, etc. where the Census Bureau's address list and/or maps are stored, can the LUCA materials be secured to prevent unauthorized staff from accessing these materials?
- ☐ Yes
☐ No
3. If Census Bureau address information is placed on a shared computer system, are you able to construct electronic security profiles to allow only LUCA Program liaisons and reviewers access to the Census Bureau's address information?
- ☐ Yes
☐ No
4. Is your ADP system capable of restricting the read, write, delete, and execute functions applicable to the Census Bureau's address list file?
- ☐ Yes
☐ No
5. Are you able to assign an encrypted, unique user-ID and password for each LUCA Program liaison and reviewer?
- ☐ Yes
☐ No
6. Are you able to keep LUCA data separate from your other data? (LUCA data cannot be backed-up, mixed with, or stored with other data.)
- ☐ Yes
☐ No

Destruction of Confidential Census Materials

Once the LUCA Program is over (after you have received the Feedback materials), the primary liaison must destroy all remaining Title 13 materials according to the Census Bureau's specific guidelines for destroying confidential material. The Census Bureau requires that the primary liaison verify that the participating government has destroyed all Title 13 Census Bureau address information by signing and returning the "Destruction Form" to the Census Bureau.

1. Will you clear all magnetic media (tapes, disks, hard drives) containing Census Bureau address information before reuse?
- ☐ Yes
☐ No

2. Will you destroy all paper Census Bureau address lists and maps containing structure location points through appropriate destruction methods such as shredding, burning in an approved Environmental Protection Agency facility, chemical decomposition, or pulverizing, or return these Title 13 materials to the Census Bureau Regional Office?

☐ Yes
☐ No

Onsite Visits

To ensure that participating organizations are maintaining adequate security safeguards, the Census Bureau may make on-site visits to review your organization's security procedures. The Census Bureau will strive not to disrupt your office's operations.

1. Do you understand that the Census Bureau may conduct unannounced visits to your office to inspect your security measures regarding the Census Bureau's address list?

☐ Yes
☐ No

Environmental or Natural Disasters

1. Do you have an implementation plan in the event of a fire drill or other environmental or natural disaster?

☐ Yes
☐ No

LUCA Liaison Information

If your jurisdiction can meet the above requirements, the LUCA liaison must print and sign his/her name, job title, telephone number, and enter the date below.

(Printed Name of LUCA Liaison)

(Signature of LUCA Liaison)

(Date)

(Title)

(Telephone Number, including Area Code)

SAMPLE